

[Your Name]  
[Your Address]  
[City, State, ZIP Code]  
[Email Address]  
[Phone Number]  
[Date]  
[Recipient's Name]  
[Title]  
Jammu and Kashmir Services Selection Board  
[Office Address]  
[City, State, ZIP Code]  
Subject: Response to [Insert Subject of Communication, e.g., "Application Status" or "Query Related to Examination"]  
Dear [Recipient's Name],  
I hope this letter finds you well. I am writing to respond to your [letter/email/notification dated (insert date)].  
[Provide a brief introduction of your concern or response. For example:  
"I would like to inquire about the status of my application for the [specific position] which I submitted on (insert date)."]  
[Include any relevant details or reference numbers, if applicable.]  
[State your query or information clearly and concisely.]  
Thank you for your attention to this matter. I look forward to your prompt response.  
Sincerely,  
[Your Signature (if sending a hard copy)]  
[Your Printed Name]  
[Your Registration/Application Number] (if applicable)  
[Additional Contact Information, if necessary]